Chart of Accounts Cleanup

Brian Pelletier – MUNIS

Kristin Lambert – KDE/OET
Kristin.Lambert@education.ky.gov

Purpose of Cleanup

- Eliminate unneeded accounts in preparation for the Chart of Accounts Migration

Benefits:

- Speeds migration process
- Cleaner more efficient chart of accounts
- Faster backups, murefresh etc.

Caveats

- Instructions and processes based upon MUNIS Version 7.2

- This is *your* chart of accounts. Decide which accounts to purge and which should remain.

- Make sure you have a good backup before running any purge/delete steps

Cleanup Steps – High Level

1. Purge journal history transactions
2. Mass delete fund 2 projects
3. Mass purge closed accounts
4. Individually purge any remaining accounts

KDE Recommendation

History Retention

- Keep current plus 6 prior fiscal years of financial information
- Today this means keeping
  - FY 2009 through FY 2003

Purge Journal History Entries

- Purging History entries does not remove or zero account balances
- Familiar task performed annually to "reuse" Fund 2 projects
- Purge journal history entries FY2000 – FY2002
- Optionally produce reports before purging
- Purge all FY's before proceeding to other purging steps

Purge History Journal Entries - MUNIS [***V7.2 TEST SYSTEM***]

My File Edit Tools Help

Define

Unload

Purge

This program will remove all history journal entries in or
before the fiscal year defined below. It will also delete any
unused journal numbers for any fiscal year before the one specified.

Most current fiscal year to purge

Defines year for journal selection.

OVR

Purge Fund 2 Projects

- Using the Mass delete function to purge Fund 2 projects reduces manual, one-by-one deleting of accounts

- Familiar task also performed annually to "reuse" Fund 2 Projects

- In keeping with KDE retention recommendation, purge all FY2000 – FY2002 projects

Preparing to Purge Fund 2

- Ensure Projects are expended/balanced
- Run Project Budget report in summary to quickly view projects and assess expended/balanced
- Correct or exclude from purging any projects not expended or in balance

MTD Project Budget Report - MUNIS [***V7.2 TEST SYSTEM***]

My File Edit Tools Help

Org   [_____] [...]
Object [_____] [...]
Project [???1*] [...]

Account type   [ ]
Account status [IC]

Major project [_____] [...]

Valid status codes (A)ctive, (N)ext Year Budget, (I)nactive, (C)losed.

OVR

Report Selections

My File Edit Tools Help

	Field #		Total	Page Break
Sequence 1	12 [...]	Proj	☑	☐
Sequence 2	0 [...]		☐	☐
Sequence 3	0 [...]		☐	☐
Sequence 4	0 [...]		☐	☐

Report_title

PROJECT BUDGET REPORT

[   ]

☑ Print totals only   ☐ Include encumbrances

☐ Use inception budget   ☐ File output

Year/period   Within year/period ▼   2009 / 7

☑ Print revenue as credit

(F)ull or (S)hort desc   F

☐ Print full GL account   ☐ Double space

Sum objs to position   4

☐ Roll to major project

☐ Print journal detail

From year/period   Within year/period ▼   2009 / 7

To year/period   Within year/period ▼   2009 / 7

Sort by JE # or PO #   J

Detail format option   1

Field number of this sequence level.   OVR

```
05/14/2009 11:29      |***V7.2 TEST SYSTEM***                                                    |PG    1
bpelleti             |PROJECT BUDGIT REPORT                                                      |paprjrl0



                                                                                      THROUGH OCT 2009
----------------------------------------------------------------------------------------------------------
                                        * * * * *EXPENDITURES* * * * *
DESCRIPTION                      REVISED      MONTH     QUARTER       YEAR      PROJECT   AVAILABLE
                                 BUDGET      TO DATE    TO DATE     TO DATE     TO DATE    BUDGET
----------------------------------------------------------------------------------------------------------

1609    TEXTBOOKS
        TOTAL REVENUES          -95991.71        .00         .00         .00   -95991.71        .00
        TOTAL EXPENSES           95991.71        .00         .00         .00    95991.71        .00
        TOTAL                         .00        .00         .00         .00         .00        .00

1605    STATE DEVILOPMENT FUNDS-ADULT ED.
        TOTAL REVENUES            -596.28        .00         .00         .00     -596.28        .00
        TOTAL EXPENSES             596.28        .00         .00         .00      596.28        .00
        TOTAL                         .00        .00         .00         .00         .00        .00


1625    READ TO ACHIEVE BRIG
        TOTAL REVENUES         -255000.00        .00         .00         .00  -242822.55  -12177.45
        TOTAL EXPENSES          255000.00        .00         .00         .00   255000.00        .00
        TOTAL                         .00        .00         .00         .00    12177.45  -12177.45
```

Mass Deleting Projects

- Mass delete balanced/expended projects (FY2000 – FY2002)

- Produce Summary report of accounts (spool) and review report for accounts or projects with recent history (current + 3 years prior)

Project/Account Mass Delete

My   File   Edit   Tools   Help

Define

Process

Model project(s) ???3*

Print
- ○ Summary
- ● Detail

Projects	19
Accounts	530
Transactions	436

Accounts ... 41 *

Define criteria for projects deletions.
The file 'pamasspa0070.txt' has been saved to the MUNIS spool directory -- 18 p

OVR

```
05/19/2009 10:17    |***V7.2 TEST SYSTEM***                                              |PG      1
bpelleti            |G/L MASS PROJECT/ACCOUNT DELETION                                   |pamasspa


                         ACCT.
 * ORG      OBJECT PROJECT TYPE DESCRIPTION
-----------------------------------------------------------------------------------------------------
   0312119  0330   0014    E    OTHER PROFESSIONAL SERVICES
   0742119  0330   0014    E    OTHER PROFESSIONAL SERVICES
   0802119  0330   0014    E    OTHER PROFESSIONAL SERVICES
 * 220      1920   0014    R    CONTRIBUTIONS/DONATIONS
   0312118  0610   0134    E    GENERAL SUPPLIES
   220      1925   0134    R    REIMBURSEMENTS (NON-GVT)
   0002053  0113   0144    E    OTHER CERTIFIED SALARY
   0002053  0222   0144    E    EMPLOYER MEDICARE CONTRIBUTION
   0002053  0253   0144    E    KSBA UNEMPLOYMENT INSURANCE
   0002053  0320   0144    E    EDUCATIONAL CONSULTANT
   0002053  0580   0144    E    TRAVEL
   0002053  0610   0144    E    GENERAL SUPPLIES
 * 0002053  0640   0144    E    BOOKS AND PERIODICALS
 * 220      1925   0144    R    REIMBURSEMENTS (NON-GVT)
 * 0002118  0110   0154    E    CERTIFIED PERMANENT SALARY
 * 0002118  0130   0154    E    CLASSIFIED REGULAR SALARY
 * 0002118  0221   0154    E    EMPLOYER FICA CONTRIBUTION
 * 0002118  0222   0154    E    EMPLOYER MEDICARE CONTRIBUTION
   0002118  0232   0154    E    CERS EMPLOYER CONTRIBUTION
 * 0002118  0253   0154    E    KSBA UNEMPLOYMENT INSURANCE
 * 0002118  0330   0154    E    OTHER PROFESSIONAL SERVICES
 * 0002118  0580   0154    E    TRAVEL
 * 0002118  0610   0154    E    GENERAL SUPPLIES
 * 0002118  0640   0154    E    BOOKS AND PERIODICALS
 * 0002118  0646   0154    E    TESTS
 * 220      1740   0154    R    STUDENT FEES
 * 220      1925   0154    R    REIMBURSEMENTS (NON-GVT)
 * 220      1990   0154    R    MISCELLANEOUS REVENUE
 * 220      3200   0154    R    RESTRICTED STATE REVENUE
   220      5210   0154    R    FUND TRANSFER
   0301019  0131   0304    E    ADDITIONAL PAY CLASSIFIED
   0301019  0221   0304    E    EMPLOYER FICA CONTRIBUTION
   0301019  0222   0304    E    EMPLOYER MEDICARE CONTRIBUTION
   0301019  0232   0304    E    CERS EMPLOYER CONTRIBUTION
   0301019  0253   0304    E    KSBA UNEMPLOYMENT INSURANCE
   0301059  0640   0304    E    BOOKS AND PERIODICALS
   0301077  0610   0304    E    GENERAL SUPPLIES
```

Mass Purge Closed Accounts

- Purges *Closed* accounts with no history
- *Do not* purge closed accounts in Fund 2
- Only purge Expense accounts
- Run entire report and review results before proceeding
- Decide which accounts or groups of accounts to purge

Purge G/L Accounts - MUNIS [***V7.2 TEST SYSTEM***]

My   File   Edit   Tools   Help

Ranges

Org		to	zzzzzzzz	
Object	0110	to	0940	
Project		to	zzzzz	

Define

Process

1,665 Record(s) selected.

Defines parameters for purging accounts.

OVR

```
05/19/2009 10:25    |***V7.2 TEST SYSTEM***                        |PG      1
bpelleti            |G/L ACCOUNT PURGE                             |glpuract

              From: -0110- TO: zzzzzzzz-0940-zzzzz


ORG        OBJ     Project  Type  DESCRIPTION
--------   ------  -------  ----  -----------------------------
0001037    0180    1457     E     STIPENDS
0301101    0180    1457     E     STIPENDS
0801101    0180    1457     E     STIPENDS
0002118    0110    3104     E     CERTIFIED PERMANENT SALARY
0002118    0110    4013     E     CERTIFIED PERMANENT SALARY
0002118    0111    3104     E     EXTENDED DAY
0002118    0112    3104     E     EXTRA SERVICE
0002118    0113    1203     E     OTHER CERTIFIED SALARY
0002118    0113    1204     E     OTHER CERTIFIED SALARY
0002118    0113    1206     E     OTHER CERTIFIED SALARY
0002118    0113    1503S    E     OTHER CERTIFIED SALARY
0002118    0113    3343     E     OTHER CERTIFIED SALARY
0002118    0113    4013     E     OTHER CERTIFIED SALARY
0002118    0120    3104     E     CERTIFIED SUBSTITUTE SALARY
0002118    0120    3343     E     CERTIFIED SUBSTITUTE SALARY
0002118    0120    3344     E     CERTIFIED SUBSTITUTE SALARY
0002118    0120    3345     E     CERTIFIED SUBSTITUTE SALARY
0002118    0120    3346     E     CERTIFIED SUBSTITUTE SALARY
0002118    0120    4013     E     CERTIFIED SUBSTITUTE SALARY
0002118    0120    4063     E     CERTIFIED SUBSTITUTE SALARY
0002118    0130    3104     E     CLASSIFIED REGULAR SALARY
0002118    0130    4014     E     CLASSIFIED REGULAR SALARY
0002118    0130    4015     E     CLASSIFIED REGULAR SALARY
0002118    0130    4063     E     CLASSIFIED REGULAR SALARY
0002118    0130    4064     E     CLASSIFIED REGULAR SALARY
0002118    0131    3344     E     ADDITIONAL PAY CLASSIFIED
0002118    0131    3346     E     ADDITIONAL PAY CLASSIFIED
0002118    0180    3104     E     STIPENDS
0002118    0180    3287     E     STIPENDS
0002118    0221    1203     E     EMPLOYER FICA CONTRIBUTION
0002118    0221    3104     E     EMPLOYER FICA CONTRIBUTION
0002118    0221    3344     E     EMPLOYER FICA CONTRIBUTION
```
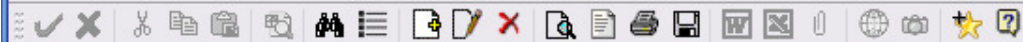
Purge Individual Accounts

- Run utility from root
- Review the spool file report and determine which accounts to purge
- Individually delete accounts from GL Account File Maintenance

My   File   Edit   Tools   Help

Amounts

Job Class

Control Accts

Org code	0011075 ...	SUPERINTENDENTS' OFFICE
Object code	0110 ...	CERTIFIED PERMANENT SALARY
Project		

Fund	1 ...	GENERAL FUND
Unit	001 ...	CENTRAL OFFICE
Function	2321 ...	SUPERINTENDENT'S OFFICE
Program	000 ...	NO SPECIFIC PROGRAM
Inst Level	00 ...	ALL LEVELS OF INSTRUCTION
Object	0110 ...	CERTIFIED PERMANENT SALARY
Project	...	

Last updated	07/08/2008
Account type	Expense
Status	Active
Entity	1

Budget
- ☑ Budgetary
- ☐ Auto-encumber
- ☐ Require budget detail

📁 Rollup

Balance sheets

Balance type	
Normal balance	
Closing balances	
Control account	

Account Description

Full	CERTIFIED PERMANENT SALARY	**Short** CRT PRM SA
Next year full		

Reference Account

Org ...	Obj ...	Project ...

Notification

Budget Warning Percent   0.00

1 of 37

Monthly and Annual Account Balances.

OVR

Questions About the Process

- Email Kristin Lambert Kristin.Lambert@education.ky.gov
- Found on the Global Email directory
- Specific program questions may be directed to MUNIS Support